

Department of State**Bureau of Educational and Cultural Affairs (ECA) Notice of Funding Opportunity****(NOFO):** FY 2018 Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia**Announcement Type:** New Cooperative Agreement**Funding Opportunity Number:** ECA-ECAPEC-18-103**Catalog of Federal Domestic Assistance Number:** 19.415**Application Deadline:** April 30, 2018

Executive Summary: The Office of Citizen Exchanges, Youth Programs Division of the Bureau of Educational and Cultural Affairs (ECA) announces a FY 2018 open competition for four distinct, single-country Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia. U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3) may submit proposals to provide youth with four-week exchanges in the United States focused on the primary themes of civic education, leadership development, respect for diversity, and community engagement and to support the implementation of service projects in their home communities. Each program, with the exception of the Youth Leadership Program Russia, will also engage approximately 3-5 adult educators/community leaders in programming alongside youth participants. Competitively selected U.S. secondary students will join participants in U.S.-based exchange activities on the Algeria and Iraq programs. It is the Bureau's intent to award four separate cooperative agreements (one per program), for an estimated total of approximately \$3,780,000 (one base year plus two Non-Competitive Continuations per program, pending the availability of funding. Please see section B.) Federal Award Information, below for additional details.

Program Description:

Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

Purpose: Youth Leadership Programs provide youth (typically between the ages of 15-17) and adult educators/community leaders the opportunity to examine civic education, leadership development, respect for diversity, and community engagement through three-to-four week exchanges in the United States. Participants engage in a variety of activities such as workshops on leadership and service, community site visits related to the program themes and subthemes, interactive training, presentations, visits to high schools, local cultural activities, homestays with American families, and other activities designed to achieve the program's stated goals. Upon their return home, the participants apply what they have learned to implement projects that serve their communities. Multiple opportunities for participants to interact meaningfully with their host country peers are included.

The Bureau of Educational and Cultural Affairs (ECA) is supporting four distinct, single-country Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia. Each program will feature a substantive four-week exchange in the United States for students (age 15-17) that focus on the four primary themes outlined below. **Please note:** The Youth Leadership Program with Russia includes a slightly older age range (ages 17-20). Specific details of each program option can be found below.

The program goals are to:

- 1) Prepare youth leaders to become responsible citizens and contributing members of their communities;
- 2) Empower participants to be actively engaged in addressing issues of concern in their schools and communities upon their return home;
- 3) Build mutual understanding, tolerance, and respect through shared culture and values; and
- 4) Foster relationships among youth from different ethnic, racial, religious, and national groups.

The objectives of the program are for participants to:

- 1) Demonstrate a better understanding of community engagement as practiced in the United States;
- 2) Deepen critical thinking, problem-solving, and leadership skills; and
- 3) Develop program planning and implementation skills to bring community project ideas to fruition.

The primary themes of the programs are:

- 1) Civic Education (such as citizen participation, grassroots democracy, rule of law, anti-bullying, and/or other mission priorities);
- 2) Youth Leadership Development (such as team building, public speaking, negotiation, goal setting, and project planning);
- 3) Respect for Diversity (including ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities); and
- 4) Community Engagement (social/corporate responsibility, volunteerism, and philanthropy)

For each program option, applicant organizations must focus on these primary themes. In addition, applicants should identify specific sub-themes of their own choosing, such as social inclusion, entrepreneurship (including social entrepreneurship), innovation, environmental awareness, media literacy, or health, among others, and describe how these topics will serve to illustrate the more abstract concepts of the primary themes. The applicant should plan on creating participant groups around selected sub-themes based on student interest and host community capacity. For example, the sub-theme of environmental protection can be used to examine how a group of individuals demonstrate leadership and service by initiating a recycling campaign in their community. The sub-theme should be integrated into most aspects of the program, including workshops, presentations and community service.

The exchange format will be intensive and interactive, allowing participants to thoroughly explore the primary themes in a creative, memorable, and practical way. Participants will engage in a variety of activities such as workshops, teambuilding exercises, community site visits, interactive discussion groups, small group work, presentations, local cultural activities, and other activities designed to achieve the program's stated goals. Programs must feature a substantive community service project and leadership training components that prepare participants for community involvement. Participants will live with American families for the majority of the exchange period.

Follow-on activities with the program participants are an integral part of the program, as the students apply the knowledge and skills they have acquired by planning service projects in their home communities. Activities should therefore be geared toward preparing participants to conduct projects at home that serve a community need. A successful proposal will include a detailed plan for alumni activity and follow-on project development.

Using these goals, objectives, and themes, applicant organizations should identify their own specific and measurable outputs and outcomes based on the project specifications provided in this solicitation.

Program Options:

The Bureau anticipates awarding four separate cooperative agreements for the management of the FY 2018 Youth Leadership Programs with Algeria, Iraq, the Philippines, and Russia.

The Bureau reserves the right to reduce, revise, or increase proposal project configurations, budgets, and participant numbers in accordance with the needs of the program and the availability of funds. In addition, the Bureau reserves the right to adjust the participating countries should conditions change in a partner country or if other countries and/or regions are identified as Department priorities.

Organizations may apply for one or more of the program options outlined below, but they must submit only one proposal per program option under this competition. Multiple submissions to any one program option will be declared technically ineligible and will not be considered further in the review process. ECA strongly urges applicants to focus their applications on countries where they have the strongest organizational capacity as well as consider staffing capacity if applying to multiple programs. Additionally, the content of each proposal submission should be specifically tailored to the particular country program option to which the organization is applying. Organizational and staffing capacity must be thoroughly described in the proposal. Please note the total approximate funding for each option.

U.S. applicants are required to have their own overseas partner organization, branch office, or other affiliates/consultants for all options listed below. For all program options, award recipients and their overseas partners will be responsible for the recruitment and selection of program participants and will manage alumni follow-on activities.

For the Algeria, Iraq, and Philippines program options, the proposed overseas partner organizations should be located in those countries. For the Russia program, the partners may be located in another country in the region.

All exchanges will take place in 2019 (timing specified by program option), and conducted in English.

Option One: Youth Leadership Program with Algeria

One cooperative agreement. Funding for this award is approximately \$250,000

Applicants should propose to implement a four-week, U.S.-based exchange for a total of approximately 24-28 English-speaking Algerian secondary school students and adult participants in summer 2019. The ratio of students to adult participants should be 6:1 or 7:1 (approximately 3-4 educators). Algerian participants will be joined in their U.S.-based activities by approximately 8-10 competitively selected American secondary school students. ECA encourages the inclusion of as many American participants as possible.

Option Two: Iraqi Young Leaders Exchange Program

One cooperative agreement. Funding for this award is approximately \$400,000

Applicants should propose to implement a four-week, U.S.-based exchange for approximately 30-35 English-speaking Iraqi secondary school students and adult participants in summer 2019. The ratio of students to adult participants should be 6:1 or 7:1 (approximately 4-5 educators). Iraqi participants will be joined in their U.S.-based activities by approximately 10-15 competitively selected American secondary school students. ECA encourages the inclusion of as many American participants as possible.

Option Three: Youth Leadership Program with the Philippines

One cooperative agreement. Funding for this award is approximately \$250,000

Applicants should propose to implement a four-week, U.S.-based exchange for approximately 25-30 English-speaking secondary school students and adult participants, specifically from the Autonomous Region of Muslim Mindanao (ARMM) and surrounding areas, in spring 2019. Please note: The specific geographic area for recruitment should be confirmed annually with the U.S. Embassy in the Philippines, as priorities may shift.

The ratio of students to adult participants should be 6:1 or 7:1 (approximately 3-4 educators).

Option Four: Youth Leadership Program with Russia

One cooperative agreement. Funding for this award is approximately \$360,000

Applicants should propose to implement two separate, four-week U.S.-based exchanges for approximately 40 English-speaking Russian youth in 2019 (spring, summer, and/or fall). Each

exchange should comprise approximately 20 participants. Please note: The Russia program is the only option that will engage participants from a broader age range (ages 17-20).

As this program does not include adult participants, the award recipient, in consultation with the U.S. Embassy Moscow and ECA, will identify and provide flight chaperones to accompany the students to and from the host site in the United States to ensure their safety and assist them in navigating airports. Please note: Flight chaperones are not expected to have any additional role in the exchange program.

The program theme for both exchanges should be environmentally focused. The award recipient must brand the program the “Russian Youth Environmental Program (RYEP)” in all program materials for public distribution.

Participants:

For all program options except Russia, international youth participants must meet the following eligibility requirements:

- 1) Be secondary school students between the ages of 15 and 17;
- 2) Be citizens of the country from which they are applying;
- 3) Be selected through a merit-based competition;
- 4) Represent the diversity of their home country; and
- 5) Have at least one year of secondary school remaining after the exchange.

For the Youth Leadership Program with Russia, the award recipient will recruit and select youth participants who meet the following eligibility requirements:

- 1) Be secondary or post-secondary school students between the ages of 17 and 20;
- 2) Be citizens of Russia;
- 3) Be selected through a merit-based competition; and
- 4) Represent the diversity of their home country.

Criteria for selection of the participants will include leadership skills, an interest in community service, strong academic and social skills, and openness and flexibility. To reach beyond the elite, participants should be recruited from underserved or disadvantaged populations of youth in these countries, including public high schools.

American participants on the Iraq and Algeria programs must also meet these requirements.

The programs with Algeria, Iraq and the Philippines will include a total of up to 13 adult participants who work with youth and have demonstrated an interest in promoting youth leadership and development. The adult participants may be teachers, trainers, school administrators, and/or community leaders who work with youth. They will have the role of chaperone, exchange participant, and post-exchange mentor. Adult participants must also be recruited and selected through a merit-based competition.

Exchange activities must include some programming for adult participants, separate from activities with the youth, specifically geared toward their professional development skills. Proposals must include a detailed description of the proposed adult programming.

Organizational Capacity: Applicants must demonstrate their capacity for implementing programs of this nature, focusing on three areas of competency: (1) provision of leadership and civic education programming; (2) age-appropriate programming for youth; and (3) demonstrated understanding of and experience working with the relevant partner country and/or geographic region.

Applicants of all program options must identify an overseas partner organization, branch office, or other affiliates/consultants that will facilitate the in-country aspects of the program including participant recruitment and selection, pre-departure orientations, and follow-on activities. Applicants of the Russia program may propose a partner in another country in the region, as necessary. Applicants must detail within their proposals the capacity and experience of the overseas partner(s) to conduct the above activities, and indicate how partner(s) will be monitored.

Please note: For the Iraq Program, the award recipient may be asked by the U.S. Embassy Baghdad and ECA to work cooperatively with other organization(s) that are implementing the Embassy-funded Iraqi Young Leaders Exchange Programs (IYLEP) to streamline certain program procedures. [The ECA funded exchange shares the same program name with a larger Embassy-led and funded IYLEP initiative.]

U.S. Embassy Involvement:

It is important that the proposal narrative clearly state the applicant's commitment to consult closely with the Public Affairs Section (PAS) of the U.S. Embassy in the partner country to develop plans for project implementation, including recruitment, selection and orientation of participants, publicity events, and follow-on activities, once a cooperative agreement is awarded. All program promotional and application forms are subject to ECA and U.S. embassy approval before dissemination. Embassy staff should be invited to participate in semi-finalist interviews. Final participants and alternates must be approved by ECA and PAS staff. No invitations may be issued without the Department of State clearance (ECA and PAS).

Program Guidelines:

The awards will begin on or about September 1, 2018. The base year award period will be approximately 15 months in duration and will cover all aspects of project planning, participant recruitment and selection (for international and American participants, where relevant), in-country pre-departure orientations, exchange activities in the United States, and follow-on activities in the participants' home communities.

Applicants should propose specific exchange dates within their proposals, but the exact timing may be altered through the mutual agreement of the U.S. Department of State and the award recipient.

Applicants may propose a plan to divide the delegation of participants into smaller cohorts for most of the exchange activities. This will ensure that all participants actively take part in the exchange and that program staff can adequately monitor the safety and well-being of the participants. Applicants are encouraged to hold the welcome and closing orientations with the entire delegation.

Please note: In a cooperative agreement, the U.S. Department of State is substantially involved in program activities above and beyond routine grant monitoring. These activities and the roles and responsibilities of the Department and your organization are outlined in the attached POGI. Proposal narratives should include a brief commitment to implement the program for the base year, plus two additional Non-Competitive Continuations, pending successful performance and the availability of funds. The narrative should focus on details specific to the implementation of the base year program, with the understanding that the program design, duration and participant numbers would be similar when/if the subsequent two Non-Competitive Continuations are exercised. ECA will perform an annual performance evaluation/review to determine if a Non-Competitive Continuation will be exercised. Satisfactory performance and the availability of funds is a condition of continued administration of the program and execution of all Non-Competitive Continuations.

A. Federal Award Information:

Type of Award: Cooperative Agreements. ECA's level of involvement in this program is listed under A. Program Description.

Fiscal Year Funds: FY 2018 - base year total, \$1,260,000, pending the availability of FY 2018 funds; FY 2019 – Non-Competitive Continuation year one total \$1,260,000; FY 2020 – Non-Competitive Continuation year two total \$1,260,000, pending successful performance and the availability of funds.

Approximate Total Funding: The figures below represent the base year plus two Non-Competitive Continuation years (of equal amounts), pending successful performance and the availability of funds.

Youth Leadership Program with Algeria	\$750,000 (FY 18 base year - \$250,000)
Iraqi Young Leaders Exchange Program	\$1,200,000 (FY 18 base year - \$400,000)
Youth Leadership Program with the Philippines	\$750,000 (FY 18 base year - \$250,000)
Youth Leadership Program with Russia	\$1,080,000 (FY 18 base year - \$360,000)
	(FY 18 base year total: \$1,260,000)

Approximate Number of Awards: 4 (One cooperative agreement issued per program).

Approximate Average Award: See Approximate Total Funding section above.

Floor of Award Range: None.

Ceiling of Award Range: See Approximate Total Funding section above.

Anticipated Award Date: September 1, 2018, pending the availability of funds.

Anticipated Project Completion Date: December 31, 2021, pending the availability of funds. This date reflects the anticipated duration of the award – one base year plus two Non-Competitive Continuations.

Additional Information: The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds.

Cooperative agreements will be awarded for a period of approximately 15 months (base year) with Non-Competitive Continuations for two additional 12 month periods (Non-Competitive Continuation years one and two). ECA will notify the recipient of its intention to exercise or not to exercise a Non-Competitive Continuation at least 90 days in advance of expiration of the current year after an internal evaluation of the recipient's performance. The decision to exercise a Non-Competitive Continuation will depend both on the satisfactory performance of the recipient and the availability of funds.

C.) Eligibility Information:

C.1. Eligible applicants: Applications may be submitted by U.S. public and private non-profit organizations meeting the provisions described in Internal Revenue Code section 26 USC 501(c)(3).

C.2. Cost Sharing or Matching Funds: There is no minimum or maximum percentage required for this competition. However, the Bureau encourages applicants to provide maximum levels of cost sharing and funding in support of its programs.

When cost sharing is offered, it is understood and agreed that the applicant must provide the amount of cost sharing as stipulated in its proposal and later included in an approved agreement. Cost sharing may be in the form of allowable direct or indirect costs. For accountability, you must maintain written records to support all costs which are claimed as your contribution, as well as costs to be paid by the Federal government. Such records are subject to audit. The basis for determining the value of cash and in-kind contributions must be in accordance with the Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. In the event you do not provide the minimum amount of cost sharing as stipulated in the approved budget, ECA's contribution will be reduced in like proportion.

C.3. Other Eligibility Requirements:

- a) Bureau grant guidelines require that organizations with less than four years of experience in conducting international exchanges be limited to \$130,000 in Bureau funding. ECA anticipates making one award, in amounts exceeding \$130,000 to support program and administrative costs required to implement this exchange program. Therefore, organizations with less than four years of experience in conducting international exchanges are ineligible to apply under this competition.
- b) Proposed sub-recipients are also limited to grant funding of \$130,000 or less if they cannot demonstrate four years of experience in conducting international exchanges.
- c) Eligible organizations may submit separate applications for one or more of the program options outlined within the NOFO. However, if more than one proposal is received from the same applicant for the same program option, all submissions will be declared

technically ineligible and will receive no further consideration in the review process. As previously stated, ECA strongly urges applicants to focus their applications on countries where they have the strongest organizational capacity.

Please note: Applicant organizations are defined by their legal name, and EIN number as stated on their completed SF-424 and additional supporting documentation outlined in the Proposal Submission Instructions (PSI) document.

D.) Application and Submission Information:

Note: Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

D.1. Contact Information to Request an Application Package:

Please contact the Youth Programs Division, ECA/PE/C/PY, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20037, by telephone (202) 632-9261 or E-mail: ShieldsSD@state.gov to request a Solicitation Package.

The Solicitation Package contains the Proposal Submission Instruction (PSI) document which consists of required application forms, and standard guidelines for proposal preparation. It also contains the Project Objectives, Goals and Implementation (POGI) document, which provides specific information, award criteria and budget instructions tailored to this competition.

Please specify Program Officer Sarah Shields and refer to the Funding Opportunity Number located at the top of this announcement on all other inquiries and correspondence.

D.2. To Download a Solicitation Package Via Internet: The entire Solicitation Package may be downloaded from the Bureau's website at <https://eca.state.gov/organizational-funding> or from the Grants.gov website at <https://www.grants.gov>.

Please read all information before downloading.

D.2a. Content and Form of Submission: Applicants must follow all instructions in the Solicitation Package. The application should be submitted per the instructions under D.3p. "Application Deadline and Method of Submission" section below.

D.3a. Unique Entity Identifier Number: You are required to have a Unique Entity Identifier (UEI) number to apply for a grant or cooperative agreement from the U.S. Government. This number is a nine-digit identification number, which uniquely identifies business entities. Obtaining a UEI number is easy and there is no charge. To obtain a UEI number, access <http://www.dnb.com> or call 1-866-705-5711. Please ensure that your UEI (Data Universal Numbering System or DUNS) number is included in the appropriate box of the SF – 424 which is part of the formal application package. For more detailed instructions for obtaining a UEI

(DUNS) number, refer to: <https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

D.3b. Required Proposal Elements: All proposals must contain an executive summary, proposal narrative and budget. Please Refer to the Solicitation Package. It contains the mandatory Proposal Submission Instructions (PSI) document and the Project Objectives, Goals and Implementation (POGI) document for additional formatting and technical requirements

D.3c. Required Registration with the System for Award Management (SAM): All federal award applicants must be registered in the System for Award Management (SAM) database in order to submit a proposal in response to an open competition on Grants.gov.

All federal award recipients must maintain current registrations in the SAM database. Recipients must maintain accurate and up-to-date information in www.SAM.gov until all program and financial activity and reporting have been completed. Recipients must review and update the information at least annually after the initial registration and more frequently if required information changes or another award is granted. There is no cost associated with registering or updating SAM.gov accounts. Failure to register in SAM.gov will render applicants ineligible to receive funding.

For more detailed instructions for registering with SAM, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

D.3d. Non-Profit Status: You must have nonprofit status with the IRS at the time of application. **Please note:** All applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- 1) Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- 2) Those who do not file IRS Form 990 must submit information above in the format of their choice.

D.3e. FFATA Report: In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

D.3f. Verifying Non-Profit Status: If your organization is a private nonprofit which has not received a grant or cooperative agreement from ECA in the past three years, or if your organization received nonprofit status from the IRS within the past four years, you must submit the necessary documentation to verify nonprofit status as directed in the PSI document. Failure to do so will cause your proposal to be declared technically ineligible.

D.3g. SAMS Domestic: All ECA awards recipient organizations must be registered with the U.S. Department of State's SAMS Domestic by accessing <https://mygrants.service-now.com>. SAMS Domestic is the U.S. Department of State's grants management system, which is replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). SAMS Domestic will utilize three ILMS modules to support the Federal Financial Assistance Award process including the SAMS Domestic portal a.k.a. Service Now; Ariba; and Status Tracking a.k.a. the Federal Award File. To register as a SAMS Domestic user, please click the "create an account" link at <https://mygrants.service-now.com>. Organizations that have previously used SAMS Domestic do not need to register again. If the organization is not able to access the system, please contact the ILMS Help Desk for help in gaining access.

Support for Grantee Organizations is available 24 hours, 7 days a week (except federal holidays), and can be reached at 1-888-313-ILMS (4567) or through the ILMS Self Service Portal at <https://afsitsm.service-now.com/ilms/home>.

In the event you are having difficulty registering, please email ECA_SAMSDomestic@state.gov.

Please take into consideration the following information when preparing your proposal narrative:

D.3h. Adherence to All Regulations Governing the J Visa

The Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs is the official program sponsor of the exchange program covered by this NOFO, and an employee of the Bureau will be the "Responsible Officer" for the program under the terms of 22 CFR 62, which covers the administration of the Exchange Visitor Program (J visa program). Under the terms of 22 CFR 62, organizations receiving awards (either a grant or cooperative agreement) under this NOFO will be third parties "cooperating with or assisting the sponsor in the conduct of the sponsor's program." The actions of recipient organizations shall be "imputed to the sponsor in evaluating the sponsor's compliance with" 22 CFR 62. Therefore, the Bureau expects that any organization receiving an award under this competition will render all assistance necessary to enable the Bureau to fully comply with 22 CFR 62 et seq.

The Bureau of Educational and Cultural Affairs places critically important emphases on the secure and proper administration of Exchange Visitor (J visa) Programs and adherence by recipient organizations and program participants to all regulations governing the J visa program status. Therefore, proposals should explicitly state in writing that the applicant is prepared to assist the Bureau in meeting all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62. If your organization has experience as a designated

Exchange Visitor Program Sponsor, the applicant should discuss their record of compliance with 22 CFR 62 et. seq., including the oversight of their Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

The Office of Citizen Exchanges of ECA will be responsible for issuing DS-2019 forms to participants on these programs.

A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://j1visa.state.gov> or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-4E (Bldg. 3)
2430 E Street, NW
Washington, DC 20037

Please refer to Solicitation Package for further information.

D.3i. Diversity, Freedom and Democracy Guidelines: Pursuant to the Bureau's authorizing legislation, programs must maintain a non-political character and should be balanced and representative of the diversity of political, social and cultural life in the United States and abroad. 'Diversity' should be interpreted in the broadest sense and encompass differences including race, color, national origin, sex, age, religion, geographic location, socio-economic status, disability, sexual orientation or gender identity. Proposals should demonstrate how diversity will enhance the program's goals and objectives and the participants' exchange experience. Please refer to the review criteria under the 'Support of Diversity' section of this document as well as the DIVERSITY, FREEDOM AND DEMOCRACY section in the "Proposal Submission Instructions" document for specific suggestions on incorporating diversity into the total proposal.

Public Law 104-319 provides that "in carrying out programs of educational and cultural exchange in countries whose people do not fully enjoy freedom and democracy," the Bureau "shall take appropriate steps to provide opportunities for participation in such programs to human rights and democracy leaders of such countries." Public Law 106 - 113 requires that the governments of the countries described above do not have inappropriate influence in the selection process. Proposals should reflect advancement of these goals in their program contents, to the full extent deemed feasible.

D.3j. Program Monitoring and Evaluation: Proposals must include a plan to monitor and evaluate the project's success, both as the activities unfold and at the end of the program. The Bureau recommends that your proposal include a draft survey questionnaire or other technique plus a description of a methodology to use to link outcomes to original project objectives. The Bureau expects that the recipient organization will track participants or partners and be able to

respond to key evaluation questions, including satisfaction with the program, learning as a result of the program, changes in behavior as a result of the program, and effects of the program on institutions (institutions in which participants work or partner institutions). The evaluation plan should include indicators that measure gains in mutual understanding as well as substantive knowledge.

Successful monitoring and evaluation depend heavily on setting clear goals and outcomes at the outset of a program. Your evaluation plan should include a description of your project's objectives, your anticipated project outcomes, and how and when you intend to measure these outcomes (performance indicators). The more that outcomes are "smart" (specific, measurable, attainable, results-oriented, and placed in a reasonable time frame), the easier it will be to conduct the evaluation. You should also show how your project objectives link to the goals of the program described in this NOFO.

Your monitoring and evaluation plan should clearly distinguish between program outputs and outcomes. Outputs are products and services delivered, often stated as an amount. Output information is important to show the scope or size of project activities, but it cannot substitute for information about progress towards outcomes or the results achieved. Examples of outputs include the number of people trained or the number of seminars conducted. Outcomes, in contrast, represent specific results a project is intended to achieve and is usually measured as an extent of change. Findings on outputs and outcomes should both be reported, but the focus should be on outcomes.

We encourage you to assess the following four levels of outcomes, as they relate to the program goals set out in the NOFO (listed here in increasing order of importance):

- 1) **Participant satisfaction** with the program and exchange experience.
- 2) **Participant learning**, such as increased knowledge, aptitude, skills, and changed understanding and attitude. Learning includes both substantive (subject-specific) learning and mutual understanding.
- 3) **Participant behavior**, such as concrete actions to apply knowledge in work or community; greater participation and responsibility in civic organizations; interpretation and explanation of experiences and new knowledge gained; continued contacts between participants, community members, and others.
- 4) **Institutional changes**, such as increased collaboration and partnerships, policy reforms, new programming, and organizational improvements.

Please note: Consideration should be given to the appropriate timing of data collection for each level of outcome. For example, satisfaction is usually captured as a short-term outcome, whereas behavior and institutional changes are normally considered longer-term outcomes.

Overall, the quality of your monitoring and evaluation plan will be judged on how well it:

- 1) specifies intended outcomes;

- 2) gives clear descriptions of how each outcome will be measured;
- 3) identifies when particular outcomes will be measured; and
- 4) provides a clear description of the data collection strategies for each outcome (i.e., surveys, interviews, or focus groups).

Please note that evaluation plans that deal only with the first level of outcomes [satisfaction] will be deemed less competitive under the present evaluation criteria.

Recipient organizations will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

D.3k. Virtual Exchange Component: ECA welcomes innovative ideas on how organizations can leverage appropriate mobile and/or online technologies to maintain engagement among exchange participants, encourage project collaboration and widen participation in the overall project to a broader audience. ECA strongly encourages organizations submitting proposals in response to this solicitation to suggest one or more virtual exchange components to complement the in-person exchange. The virtual exchange component(s) could come before, during and/or after the physical exchange. The objective for the virtual exchange component(s), defined as technology-enabled, sustainable, people-to-people, cross-cultural exchanges, is to augment the impact of the in-person exchange described in this solicitation. ECA encourages organizations to propose virtual exchange ideas that take advantage of ECA's existing web and social networking platforms, including our International Exchange Alumni space. Virtual exchange components would be coordinated with and approved by the ECA program office and U.S. missions abroad on a project by project basis.

D.3l. Communications Guidance for ECA Grant Recipients: All ECA Grant Recipients must adhere to the requirements in [ECA's Communications Guidance](#) on the creation of program branding and attribution, websites, social media, and press.

D.3m. Please take the following information into consideration when preparing your budget:

D.3n. Applicants must submit SF-424A – “Budget Information – Non-Construction Programs” along with a comprehensive budget for the entire program. There must be a summary budget as well as breakdowns reflecting both administrative and program budgets. Applicants may provide separate sub-budgets for each program component, phase, location, or activity to provide clarification.

For competitions that will be renewed through a Non-Competitive Continuation applicants must submit:

- 1) the SF-424A which must include the budget request amount for the base-year of the program;

- 2) a detailed proposal narrative and budget for the base year of funding (Please refer to the Proposal Submission Instruction Document (PSI) for general budget guidance.). The narrative should also include a brief commitment to implement the program for the base year, plus two additional non-competitive continuation years, pending successful program performance and availability of funds; and
- 3) an abbreviated/estimated summary budget presenting the total projected administrative and program costs for the anticipated total duration of programming (base year, plus two non-competitive continuation years).

To exercise the Non-Competitive Continuation mechanism the recipient will be required to submit:

- 1) timely quarterly performance and financial reports;
- 2) a request in writing to ECA at least 90 days in advance of the expiration of the current program year;
- 3) a summary budget that projects program expenses through the end of the current year;
- 4) a detailed budget outlining both administrative and program expenses for the requested non-competitive continuation year; and
- 5) a brief narrative to support the continuation of the award.

The ECA Grants Officer and Program Officer will:

- 1) closely monitor the recipient's performance through site visits, desk audits, mandatory quarterly performance and financial reports, consultations, and other forms of communication and dialogue before exercising additional Non-Competitive Continuations. (Additional details regarding monitoring and oversight of the program by ECA representatives will be provided at the time the base-year award is made.)
- 2) review and evaluate all mandatory quarterly program and financial reports:
 - a) All program and financial reporting requirements must be current and up-to-date before the Bureau will exercise additional Non-Competitive Continuations.
 - b) Any/all concerns, issues, or modifications requested by the Grants Officer or Program Officer to the original program design or method of implementation must be responded to in writing.
- 3) review and advise of ECA's approval or disapproval of the response before issuing subsequent Non-Competitive Continuations.

Prior Grants Officer approval is required to carry forward an unobligated balance from a prior funding period to the subsequent funding period. If the Grants Officer determines that some or all of the unobligated funds are not necessary to perform the program activity, the Grants Officer may decline the Recipient's request to carry forward the unobligated balance.

The Grants Officer may, at their discretion, use the unobligated balance to reduce or offset future funding for a subsequent funding period. An unobligated balance at the end of a funding period is not sufficient justification to carry forward funds. A final determination and approval to carry forward any funds will be communicated via a cost amendment with adjustment, if any, to new obligation amounts.

The request to carry forward an unobligated balance must include:

- 1) A brief narrative why funds remain unobligated and how the unobligated funds will be used to complete the previously approved goals and objectives of the program; and
- 2) A detailed budget that reflects the amount of unobligated funds to date, and anticipated expenditures in the subsequent period of performance for all cost categories under the authorized budget.

D.3o. Allowable costs for the program are outlined in the POGI.

Please refer to the Solicitation Package for complete budget guidelines and formatting instructions.

D.3p. Application Deadline and Method of Submission:

Application Deadline Date: Monday, April 30, 2018

Method of Submission: Applications may only be submitted electronically through Grants.gov (<https://www.grants.gov>). Complete solicitation packages are available at Grants.gov in the “Search Grants” portion of the system.

D.3q. Grants.gov Registration, Application Submission, and Receipt Procedures:

Eligible organizations should follow the instructions available in the ‘Get Started’ portion of the site (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).

How to Register to Apply through Grants.gov

Applicants should read instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines. Applicants should check with appropriate staff within their organizations immediately after reviewing this NOFO to confirm or determine their registration status with Grants.gov. Organization applicants can find complete instructions here:

<https://www.grants.gov/web/grants/applicants/organization-registration.html>

How to Submit an Application to ECA via Grants.gov

For access to complete instruction on how to apply for Notice of Funding Opportunities on Grants.gov, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

Grants.gov Support and Submission Issues

Direct all questions regarding Grants.gov registration and submission issues to:

Grants.gov Customer Support

Contact Center Phone: 800 -518-4726

Business Hours: 24 hours a day, 7 days a week; closed on federal holidays

Email: support@grants.gov

Timely Receipt Requirements and Proof of Timely Submission:

Applicants have until midnight (12:00 a.m.), Washington, DC time of the closing date to ensure that their entire application has been uploaded to the Grants.gov site. There are no exceptions to the above deadline. Applications uploaded to the site after midnight of the application deadline date will be automatically rejected by the Grants.gov system, and will be technically ineligible.

Therefore, we strongly recommend that you not wait until the application deadline to begin the submission process through Grants.gov.

Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ECA successfully retrieves the application from Grants.gov and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgement of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

The Grants.gov website includes extensive information on all phases/aspects of the Grants.gov process, including an extensive section on frequently asked questions, located under the "Applicant FAQs" section of the website. ECA strongly recommends that all potential applicants review thoroughly the Grants.gov website, well in advance of submitting a proposal through the Grants.gov system. ECA will not notify you upon receipt of electronic applications.

PLEASE NOTE: ECA bears no responsibility for applicant timeliness of submission or data errors resulting from transmission or conversion processes for proposals submitted via Grants.gov.

It is the responsibility of all applicants submitting proposals via the Grants.gov web portal to ensure that proposals have been received by Grants.gov in their entirety, and ECA bears no responsibility for data errors resulting from transmission or conversion processes.

D.3r. Intergovernmental Review of Applications: Executive Order 12372 does not apply to this program.

E. Application Review Information: The Bureau will review all proposals for technical eligibility. Proposals will be deemed ineligible if they do not fully adhere to the guidelines stated herein and in the Solicitation Package. All eligible proposals will be reviewed by the program office, as well as the Public Diplomacy section overseas and State Department regional bureaus, where appropriate. Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. All awards will be assessed for risk prior to their issuance. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards resides with the Bureau's Grants Officer.

Review Criteria

Technically eligible applications will be competitively reviewed according to the criteria stated below. These criteria are not rank ordered and all carry equal weight in the proposal evaluation:

- 1) **Quality of the Program Idea:** The proposed program should be well developed, respond to design outlined in the solicitation, and demonstrate originality. It should be clearly and accurately written, substantive, and with sufficient detail. Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Proposals should also provide a robust plan for continued follow-on activity (without Bureau support) ensuring that Bureau supported programs are not isolated events.
- 2) **Program Planning:** A detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. The agenda and plan should adhere to the program overview and guidelines described above and in the POGI. The substance of workshops, seminars, presentations, school-based activities, and/or site visits should be described in detail. Objectives should be reasonable, feasible, and flexible. The proposal should clearly demonstrate how the organization will meet the program's objectives and plan.
- 3) **Support of Diversity:** Proposals should show substantive support of the Bureau's policy on diversity. Proposals should demonstrate how diversity will be achieved in the different aspects of program administration and of program design, content and implementation, including individual participant recruitment and selection. It is important that proposals have

a clearly articulated diversity plan and not simply express general support for the concept of diversity.

- 4) **Institutional Capacity and Track Record:** Proposed personnel and institutional resources in both the United States and in the partner countries should be adequate and appropriate to achieve the program goals. Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards (grants or cooperative agreements) as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.
- 5) **Project Evaluation:** Proposals should include a plan to evaluate the program's success in meeting its goals, both as the activities unfold and after they have been completed. The proposal should include a draft survey questionnaire or other technique, plus a description of a methodology to link outcomes to original project objectives. Proposals also should discuss a strategy for sharing immediate and long-term program impact with ECA, the partner U.S. embassy and broader host communities in the United States.
- 6) **Cost-effectiveness and Cost-sharing:** Applicants should demonstrate efficient use of Bureau funds. The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions, which demonstrates institutional and community commitment.

F. Federal Award Administration Information

F.1. Award Notices: Final awards cannot be made until funds have been appropriated by Congress, allocated and committed through internal Bureau procedures. Successful applicants will receive a Federal Assistance Award (FAA) from the Bureau's Grants Office. The FAA and the original proposal with subsequent modifications (if applicable) shall be the only binding authorizing document between the recipient and the U.S. Government. The FAA will be signed by an authorized Grants Officer, and transmitted to the recipient's responsible officer identified in the application.

Unsuccessful applicants will receive notification of the results of the application review from the ECA program office coordinating this competition.

The following additional requirements apply to the program option with Iraq:

SPECIAL PROVISION FOR PERFORMANCE IN A DESIGNATED COMBAT AREA AND FUTURE CONTINGENCY OPERATIONS (CURRENTLY IRAQ AND AFGHANISTAN)

(Revised August 2014)

Each federal assistance award within areas of combat operations or future contingency operation, as designated by the Secretary of Defense (currently Iraq and Afghanistan), over \$150,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. The DoS SPOT Program Office can assist with entering awards in SPOT. Please send an email to AQMOps@state.gov for information. Information on how to register in SPOT and how to report the total number of recipient personnel deploying under each award will be contained in a Special Provision within each assistance award.

Recipients that do not utilize personnel who are performing a private security function; or require access to U.S. facilities, services, or support can be entered through the SPOT aggregate functionality. Upon the award of a grant/and or cooperative agreement in a designated area of combat operations or future contingency operation (currently Iraq and Afghanistan), the Grants Officer or his/her designee will enter the following award information into SPOT to include (i) a brief description of the contract (to the extent consistent with security considerations); (ii) the total value of the contract; and (iii) whether the contract was awarded competitively. The Recipient should send updated deployment numbers for each award sent to the Grants Officer and his/her designee and the Department of State's SPOT program office on a quarterly basis as follows:

The Recipient is required to submit with the quarterly financial report submission information regarding the number of individuals receiving payment from the funds being granted under this award. This report is due 30 days after the calendar year quarter and 90 days after the award period end date and also should be sent to AQMOps@state.gov with the subject line "SPOT Quarterly Report -- Award Number". The following information shall be provided:

Total number of individuals receiving payment from the funds being granted:

- a) Total Number U.S. Personnel Deployed:
- b) Total Number Host Country Personnel:
- c) Total Third Country Personnel Deployed:

These reports should be sent to AQMOps@state.gov. The SPOT program office will enter the numbers into SPOT.

Recipients utilizing personnel who are performing a private security function; or require access to U.S. facilities, services, or support must be entered into SPOT individually with all required personal information. The Recipient organization will designate a SPOT administrator who will obtain a SPOT company administrator account. Recipients of federal assistance awards shall register personnel in SPOT before deployment, or if already operational in the designated operational area, register personnel upon becoming an employee under the award and maintain current data in SPOT. Procedures on how to register in SPOT will be provided by the Grants Officer and his/her designee.

Recipient performance may require the use of armed private security personnel. To the extent that such private security contractors (PSCs) are required, Recipients are required to ensure they adhere to Chief of Mission (COM) policies and procedures regarding the operation, oversight, and accountability of PSCs.

In a designated area of combat operations or future contingency operation, the term PSC includes any personnel providing protection of the personnel, facilities, property of a Recipient or sub-recipient at any level, or performing any other activity for which personnel are required to carry weapons in the performance of their duties.

As specific COM policies and procedures may differ in scope and applicability, recipients of federal assistance awards are advised to review post policies and procedures carefully in this regard and direct any questions to the Embassy Regional Security Office (RSO) via the Grants Officer Representative (GOR). Any exclusion to these policies must be granted by the COM via the RSO. COM policies and procedures may be obtained from the RSO via the GOR. Recipients of federal assistance awards are also advised that these policies and procedures may be amended from time to time at the post in response to changing circumstances.

F.2. Administrative and National Policy Requirements: Terms and Conditions for the Administration of ECA agreements include the following: Office of Management and Budget's Guidance 2 CFR Parts 200 and 600, entitled the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Effective December 26, 2014, replacing the previous circulars).

For a copy of the OMB Guidance cited, please contact the U.S. Government Publishing Office or download from the www.ecfr.gov website.

Please reference the following websites for additional information:

<https://www.whitehouse.gov/omb>
<https://www.state.gov/m/a/ope/index.htm>

F.3. Reporting Requirements: You must provide ECA with an electronic copy of the following required reports:

Mandatory:

- 1) Additional performance reports shall not be required more frequently than quarterly or, less frequently than annually. Annual reports shall be due 90 calendar days after the grant year; quarterly or semi-annual reports shall be due 30 days after the reporting period. (Frequency of these reports will be determined by the Grants Officer and Program Officer). The complete report and supporting documentation must be uploaded by the Recipient as a *Post Award Activity* under the corresponding record for this Cooperative Agreement/Grant in the U.S. Department of State's [SAMS Domestic](#). SAMS Domestic is the U.S. Department of State's grants management system, which is

replacing GrantSolutions.gov, and is supported by the Department's Integrated Logistics Management System (ILMS). For assistance, please contact the U.S. Department of State's ILMS Help Desk at 1-888-313-4567 (toll free for US callers) or through the U.S. Department of State's ILMS Self Service Portal at <https://afsism.service-now.com/ilms/home>. The Federal Financial Report (FFR SF-425/SF-425a) must be submitted through the Payment Management System (PMS). The electronic version of the FFR can be accessed at: <http://www.dpm.psc.gov/>. Once a financial report has been approved by the Department, the Recipient must upload the approved report to [SAMS Domestic](#), in the same manner specified for the programmatic reports. Failure to comply with these reporting requirements may jeopardize the Recipient's eligibility for future Cooperative Agreements/Grants. In the event you are having difficulty uploading reports and the ILMS help desk is not providing sufficient assistance, please email ECA_SAMSDomestic@state.gov.

- 2) A final program and financial report no more than 90 days after the expiration or termination of the award.
- 3) A concise, one-page final program report summarizing program outcomes no more than 90 days after the expiration of the award. This report should be e-mailed to: FFATAECA@state.gov. This one-page report will be transmitted to OMB, and be made available to the public via OMB's USAspending.gov website - as part of ECA's Federal Funding Accountability and Transparency Act (FFATA) reporting requirements.
- 4) Because the Competition will allow for the exercise of Non-Competitive Continuations (NCC) applicants must be placed on a mandatory quarterly program and financial reporting cycle. The due dates for these reports will be included in the final assistance award document. The program and financial reports must demonstrate substantial progress by addressing progress towards the original approved goals and objectives, relative activities and events, and supporting fiscal data. The reports will be reviewed by both the assigned Grant Officer and Program Officer.

Award recipients will be required to provide reports analyzing their evaluation findings to the Bureau in their regular program reports. (Please refer to D.3j. Program Monitoring and Evaluation information.)

All data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Bureau upon request.

F.4. Program Data Requirements: Award recipients will be required to maintain specific data on program participants and activities in an electronically accessible database format that can be shared with the Bureau as required. At a minimum, the data must include the following:

- 1) Name, address, contact information and biographic sketch of all persons who travel internationally on funds provided by the agreement or who benefit from the award funding but do not travel.

- 2) Itineraries of international and domestic travel, providing dates of travel and cities in which any exchange experiences take place. Final schedules for in-country and U.S. activities must be received by the ECA Program Officer at least three work days prior to the official opening of the activity.

G. Agency Contacts

For questions about this announcement, contact: Sarah Shields, Youth Programs Division, ECA/PE/C/PY/T, SA-5, 3rd Floor, U.S. Department of State, 2200 C Street, NW, Washington, D.C. 20522-0503, by telephone (202) 632-9261 or e-mail ShieldsSD@state.gov.

All correspondence with the Bureau concerning this NOFO should reference the title and funding opportunity number listed at the top of this solicitation.

Please read the complete announcement before sending inquiries or submitting proposals. Once the NOFO deadline has passed, Bureau staff may not discuss this competition with applicants until the proposal review process has been completed.

H. Other Information:

Notice:

The terms and conditions published in this NOFO are binding and may not be modified by any Bureau representative. Explanatory information provided by the Bureau that contradicts published language will not be binding. Issuance of the NOFO does not constitute an award commitment on the part of the Government. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and the availability of funds. Awards made will be subject to periodic reporting and evaluation requirements per section F3. Reporting Requirements above.

Jennifer Zimdahl Galt
Acting Assistant Secretary for Educational and Cultural Affairs
U.S. Department of State

February 28, 2018